

CONFIDENTIAL

Attachment 2

Approved For Release 2001/07/16 : CIA-RDP80-00679A000100020018-6

INSTRUCTIONS FOR PREPARATION OF CANCELLATION OF APPLICANT PROCESSING  
FORM 37-129 (REVISED)

1. Item Instructions for Preparation of Form:

Item 1. DATE: Enter the date the form is completed.

Item 2. NAME: Enter name of applicant whose application and/or security clearance processing is being cancelled, last name first.

Item 3. SECURITY REQUEST NO. & DATE: The Security Request Number appears in the upper right-hand box of Request for Security Clearance (Form 37-104, June 1951). Write the complete number and date security clearance was requested in the appropriate space.

Item 4. TITLE - GRADE: Enter title and grade for which applicant was being processed. This information is on the Request for Personnel Action (SF-52).

Item 5. OFFICE - DIVISION: Enter the Office and Division to which applicant was to be assigned. This is also on SF-52.

Item 6a. TYPE OF CLEARANCE REQUESTED: Check the appropriate box or boxes. The type or types of clearance is on Form 37-104.

Item 6b. TYPE OF CLEARANCE GRANTED AT TIME OF CANCELLATION: If a clearance or clearances was received, check the appropriate box or boxes. If no clearance has been received prior to cancellation, enter "None".

Item 7. DATE SECURITY CLEARANCE GRANTED: The date security clearance is granted is in the upper right-hand corner of Inter-office Memorandum (Form 38-106, July 1951 and Security Approval Form 38-101, July 1951). If more than one clearance is granted, use the date of the highest clearance.

Item 8. DATE OF CANCELLATION: The date of cancellation is either the date the applicant notified CIA of declination or CIA indicated cancellation. The appropriate date will be determined as follows:

a. The date notice of declination is received or the date of a memorandum notifying the Personnel Division of cancellation or the date of notation on Personnel Action Request (SF-52), whichever is appropriate, will be used as applicant cancellation date.

b. When the office to which the applicant was to be assigned indicates no further interest, the date will be noted on SF-52 or memorandum requesting cancellation.

c. When the reason for cancellation is security, the date of security disapproval will be taken from the blue memorandum transmitted by I&S.

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d. If the Medical Office disapproves the applicant for duty, the date is in the upper right-hand corner of its memorandum.

Item 9. TO BE COMPLETED ONLY IF PROVISIONAL CLEARANCE WAS REQUESTED:

a. Was Applicant Employed at Time of Application? Indicate by "X" in the "Yes" or "No" box to signify whether or not the applicant was employed at time of application. This can be found on page 7, Section 15, of Personal History Statement (Form 38-1, Sept. 1950).

b. If Yes, Where? If the applicant was employed, enter city and state in which employed. This information is also in Section 15 of the PHS.

Item 10. REASON FOR CANCELLATION: The various reasons for cancellation are listed at the bottom of the Cancellation of Applicant Processing Form. Check only one.

a. The reason "To Enter Military Service" relates to applicants drafted or called to active duty and to those who decline because of draft status.

b. In determining if the reason for declinations is "Applicant Declining Because of Family", group all types of family reasons together, i.e., illness in family, parents' disapproval, housing difficulties, etc.

c. If the reason is "Other", enter the explanation in the Remarks section.

Item 11. REMARKS: Enter in this space such information as: a re-activated file; reason for an exceptional delay in cancellation; reason for security disapproval, if stated by I&S; reason why office is no longer interested in applicant; etc.

Item 12. SIGNATURE: The form will be initialed by a member of the Transactions and Records Branch staff authorized to do so by the Chief, Personnel Division.

2. The distribution of the copies will be indicated by checking (pencil or pen) the appropriate office on the distribution list at the bottom of each copy. The copies of the form will be checked for distribution in the order of the distribution list.